

CIVIL SERVICE COMMISSION
WATERBURY, CONNECTICUT

Open Competitive Exam #1666
SALARY: \$13.13 - \$17.79 Per Hour

OPEN COMPETITIVE EXAMINATION FOR: PARAPROFESSIONAL

FRINGE BENEFITS: Choose from three available health insurance plans (employee contributions vary), Prescription Drug Rider, Dental Plan; Group Life Insurance for Individual; Retirement Plan; paid Holidays; paid Vacation; paid Sick Leave; Personal Days.

LAST DAY FOR FILING APPLICATIONS

Applications, which may be obtained at the Civil Service Office, must be on file at the Civil Service Office, Chase Municipal Building, 236 Grand St., Waterbury, CT 06702 by 4:50 p.m. on:

DECEMBER 7, 2004

IMPORTANT:

1. Veterans - Veteran's points will be awarded in accordance with the Connecticut State Statute. Five (5) for non-disabled veterans, ten (10) for disabled veterans. Proper documentation must be submitted to the Personnel Director before the date of the examination.
2. Residents - Residency points shall be added in accordance with the amendment to the Civil Service Rules and Regulations. Proper documentation (Civil Service Office Request for Residency Points) must be submitted with application of employment.

EXAMPLES OF DUTIES: Assists teachers and/or other professional educators in the delivery of instructional and related support services to students; Assist with the instruction of students in academic subjects; confers with special and general education practitioners about student schedules, instructional goals, progress and performance; implements service plans and educational objectives for children; demonstrates techniques to stimulate cognitive, physical, and social and language development; uses developmentally appropriate materials and instructional interventions for curriculum activities; participates in transitional planning and vocational assessment of students; supports pre-employment, vocational or transitional training in classrooms or at off-campus sites; operates computers and uses technology and adaptive equipment that will enable students with special needs to participate in general education; gathers and maintains data about the performance and behavior of individual students; motivates students to work; assists in meeting the hygiene, toileting, feeding and the mobility needs of students with varying disabilities; implements behavior modification techniques and the ability to manage disturbing behaviors through physical restraint when needed; does other related work as required.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES: Good knowledge of the techniques required in caring for and instruction of students enrolled in general, and special education; some knowledge of human development including risk factors; good communication and interpersonal skills; ability to follow directions and to carry out assignments; excellent physical and mental condition; good character; good knowledge of first aid; sensitivity to needs of children and youth.

IN ORDER TO BE CONSIDERED FOR THIS POSITION YOU MUST INDICATE ON YOUR APPLICATION THAT AS OF THE CLOSING DATE YOU HAVE THE FOLLOWING EXPERIENCE:

- **An Associate's (or higher) degree, OR Two years of college credit, OR**
- **High School diploma or GED AND have passed a Paraprofessional Assessment test, which assesses content knowledge in mathematics, reading and writing and assesses an understanding of how to assist in the instruction of these topics.**
- **AND One year experience working with or training to work with children with disabilities.**

SPECIAL NOTE: Same job description will be used to bifurcate the Paraprofessional list to include individuals who are bilingual. Proficiency in reading, writing and speaking English and Spanish is required for those individuals desiring a bilingual assignment.

This position is covered under the written agreement between the City of Waterbury and the Waterbury City Employees Association. The Parts and Weights for this examination will be determined prior to conducting the exam. Individuals appointed shall be required to serve a working test period which will be, in effect, the final phase of the examination.

APPEAL PROCESS: An applicant may appeal a notice of rejection of his/her application to the Civil Service Commission within fifteen (15) days of receipt of such notice.

Please notify the Civil Service Office of a change in address. Notification of examination will be mailed to the address written on your application.

THE CITY OF WATERBURY IS AN EQUAL OPPORTUNITY EMPLOYER

E.O.E. M/F/H/V